

Proposal for Services

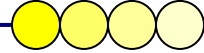
Background and Credit Services for Tenant and Employment Screening

Must be received by 10:00 a.m. on June 1st, 2018

1. Services to be provided on demand as listed below and LCHA requires a 24 hour response time for all report requests. This is to be a non-exclusive agreement with no minimum purchase requirement. All quotes are to be listed on per report basis. Please include a sample copy of reporting with the bid submission

System requirements for screenings:

1. On-line ability for all reporting and requests. Contractor to provide detail of system and abilities
2. Ability for different staff to enter applicants through assigned password only
3. Ability to tier security levels of viewing for assigned staff
Ability to submit backgrounds by making a selection - for criminal only, and by choosing, for credit and criminal only, both of which contain Social Security verification. Both would check for eviction records. Those selections should be clearly defined by price. Some programs are not permitted to run credit checks so we must have the option to enter CRIMINAL ONLY
4. Easily read results, with offenses clearly defined... such as Misdemeanor Guilty, date of offense and description. Retail Theft
5. Easily read credit results
6. Ability to search EACH person entered in these standard counties: Cook, DeKalb, DuPage, Kane, Kendall, Lake, and McHenry. If results show person lived in counties not included in these standards, then they will search locally for the appropriate counties, no matter what state. NO additional charge for other counties searched
7. Results will be coded as per our policy. Right now it automatically reads GREEN for no offenses, YELLOW for conditional, we decide, RED for automatic denial (Sexual Offense)
8. Windows 7 friendly
9. The Administrator needs online ability to see Invoices
10. Automatically search for Crime Alerts, 24/7, for ANYONE we have ever entered, and for addresses of Public Housing units. These results show criminal offenses occurring **throughout** the year, for our participants and for anyone using one of our Public Housing addresses. They must be emailed to the LCHA in-house administrator



11. Search for Sex Offenses nationwide
12. Typically no more than 24 - 48 hour turnaround time for results
13. Training: Initial training of LCHA personnel shall be conducted upon equipment installation and at no cost to LCHA. Any additional training shall be offered at no cost to LCHA
14. LCHA shall be provided a list of primary point of contact(s)

Report type:

Data only report to show- Credit, In-State Criminal, Evictions, and Address History

Total \$ _____

Add on for out of state search as needed

Total \$ _____

2. Primary Contacts/Notice Addresses

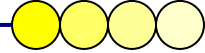
Lake County Housing Authority
Kent Britton
33928 N. US Highway 45
Grayslake, Illinois 60030
Phone: 847-223-1170 x 2660

3. Terms:

- a. **1 year contract with the option to renew up to 4 additional 1 year terms at the contracted price**
- b. LCHA reserves the right to terminate this contract with or without cause with 24 hours written notice given prior to the next workday. If terminated, any payments will be paid on the same scheduled date as all other contractors; however, the payments will be made based on the prorated amount of the contract completed at time of termination.
- c. The selected contractor must comply with Federal and State laws and guidelines governing the collection of debts and dissemination of information to include compliance with the Fair Credit Reporting Act and Fair Debt Collection Practices Act.
 - a. if used any and all subcontractors shall follow the same requirements as above.



Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



b. If subcontractors hire other subcontractors, all requirements apply

- 4 The key
Please contact primary contact